



Laboratory Supervisor

Department: Utilities

Class Code: 6713

EEO Code: 22

FLSA: E

Effective: 01/08/1992

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in supervising and coordinating activities of personnel engaged in operating a certified laboratory; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Monitors quality of water in reservoir, water tanks, and water lines; responds to customer complaints related to water quality; determines need for on-site customer visit, sample collection and appropriate analysis; insures laboratory meets federal and state certification requirements; directs and advises personnel in special test procedures; compiles and analyzes test information to determine operating efficiency of process or equipment and to diagnose malfunctions; reviews and recommends treatment process modifications and/or improvements required to maintain compliance with state and federal legislation; interprets Standard Methods for wastewater examination; prepares reagents and solutions used in analysis procedures; serves in an advisory capacity to other sections of utilities and other County departments; calibrates and maintains sophisticated equipment; develops and maintains laboratory safety programs; advises on laboratory requirements for Plant Manager's annual budget recommendations; supervises laboratory personnel; trains and evaluates personnel; compiles and prepares reports as required; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles and practices of chemistry and environmental sciences as applicable to the operation of a major water system; of the state and federal regulations relating to water quality control standards for municipal treatment and transmission systems; of State Water Control Board regulations for wastewater treatment; of supervisory principles and practices. Considerable skill in developing and implementing quality control and quality assurance programs; in preparing and standardizing laboratory chemicals; in operating and calibrating laboratory equipment; in writing clear, concise technical reports.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a bachelor's degree in chemistry, biology related field and three years experience in an analytical water or wastewater laboratory including one year of supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
